

2025 Student Job Data Guidance for Spring & Summer

SPECIAL INFORMATION FOR APRIL 2025

Student Award Processing

Units will soon start processing Academic Year 2024-2025 student awards for April payment. To facilitate this process, please follow these guidelines:

1. **If the award is given based on employment status** (i.e., Outstanding Graduate Researcher, Teaching Assistant, Grader, etc.) and students who were NOT employed cannot be considered, the award must be processed through Clemson University payroll via special pay. The award is subject to income tax withholding per IRS regulations at the supplemental tax rate (22% Federal Tax, 6.2% State Tax, 7.65% FICA tax if applicable). Employer fringe benefit rates will be applied to the award. The award should be coded to account 7304 (taxable prizes and awards).
 - a. If the award needs to net a certain amount (i.e., bring home \$500), please contact payroll@clemson.edu for a gross-up calculation.
2. **If the student award is strictly academic**, meaning any student could receive the award regardless of employment, the award should NOT be processed through payroll. The award payment should be processed via Accounts Payable, using the STDNT business unit in PeopleSoft Financials. The award should be coded to account 7304 (taxable prizes and awards).
 - a. Academic Awards to International Students (nonresident aliens for tax purposes) are subject to 30% Federal Tax Withholding. Please contact International Employment (intlemployment@clemson.edu) to determine the tax withholding and for a gross-up calculation (if the award needs to net a certain amount).

These guidelines are not intended to change any part of student award processing handled via Financial Aid. If you have any questions, please contact payroll@clemson.edu.

FEDERAL WORK-STUDY (FWS) STUDENT WORKERS

Federal Work-Study (FWS) funds pay student workers only for work performed through the last day of classes (4/25/25). Students may be paid with FWS funds for hours worked 4/16/25 through 4/25/25 for the 5/15/25 payday. Hours worked 4/26/25 through 4/30/25, and all pay issued after the 5/15/25 payday, are required to be paid with 100% department funds (account 5150 – Salary & Wages Undergraduate).

Graduating FWS Students

FWS student workers who are graduating must be terminated or transferred to 100% departmental funds (account 5150) effective 4/26/25 (last day worked 4/25/25). The deadline for data entry into CUBS is 4:00pm on 5/1/25.

- For Kronos timekeeping divisions, it is VERY important to move the student worker to 100% departmental funds BEFORE entering the Termination. This is necessary to ensure the Kronos data passes back to PeopleSoft payroll correctly for the final paycheck.

As a reminder, we are still experiencing issues with JED changes passing from PeopleSoft HR to Kronos. As a result, hours may pass from Kronos to an incorrect chartfield on paylines. Please carefully check payroll to ensure the proper chartfield(s) is used.

Continuing FWS Students

The FWS program will not offer FWS funding for this summer.

Students who will continue to work during the summer MUST be transferred to 100% departmental funds (account 5150) effective 4/26/25 by sending a Job Earnings Distribution change to the [Data Center](#). The deadline for data entry into CUBS is 4:00pm on 5/1/25.

If a current FWS student will NOT be working during the summer but plans to return as a student worker in the Fall, send a Start Student Break request to the [Data Center](#) and include the Job Earnings Distribution to change the account number. The deadline for data entry into CUBS is 4:00pm on 5/1/25.

It is not necessary to terminate and rehire; however, students who are not removed from the FWS account and transferred to departmental funds (account 5150) will require payroll corrections should they be awarded FWS for the following year. The FWS account changes from year to year. Students should never be placed on the FWS account from year to year until they apply and are hired through the FWS portal. Once a FWS student accepts a job, the supervisor and payroll contact are notified via email. The email to the payroll contact is notification that the student may be placed on the FWS account. The new FWS account is updated yearly via the [FWS site](#), under the "User Guide".

Reminder: When transferring students from work-study to departmental funding, you must change the account number from 5152 (FWS) to 5150 (Salary & Wages Undergraduate). Please check for this when making the change.

If you have questions regarding FWS, please call Debra Vassey at 864-656-2280 or via email at dvassey@clemsun.edu.

Submit changes to OHR via the [Student Change / Hire Form](#).

GRADUATING STUDENTS

A student graduating in the Spring cannot remain in a student position past graduation day.

- See the section below for specifics related to terminating a 9-month graduate assistant.
- Reference the FWS section above for specifics related to terminating FWS students.

Otherwise, follow the guidelines below.

A graduating student (in the Spring) must be terminated no later than the day after their applicable graduation day (effective date 5/9/25 or 5/10/25), with last day worked or transitioned to a non-student status no later than their graduation date, depending upon their graduation day.

Process Steps

Process the Request for Termination via the [Student Change / Hire Form](#). The effective date should be the day after the student's last day worked, which should be no later than their specified graduation date.

Terminating 9-Month Graduate Assistants

Indicating a termination on the GS61 will NOT update PeopleSoft HR. To terminate the job and stop payroll payments, follow the guidelines in this section.

Nine-month graduate assistants (9MA) will receive their 18th payment of the academic year on 5/15/25, paying them through the end of the academic year, which is 5/16/25. To accurately pay them in full on 5/15/25 and reflect a termination date no later than the day after graduation (last day worked being the day of graduation), **do not process the termination until after payroll is confirmed for the 5/15/25 payday** (processed on or after 5/12/25 but no later than 5/15/25). If the term date is entered too early, the graduate assistant will be short one day of pay on 5/15/25.

Process Steps

Process the Request for Termination via the [Student Change / Hire Form](#). The effective date should be the day after the student's last day worked, which should be no later than their specified graduation date.

NEW STUDENTS

New Hire Reminders

- New US hires require an I-9 within 24 hours of entry into PeopleSoft.
- New international hires require International Hire Form approval prior to entry in PeopleSoft. Approval from International Employment is required prior to starting work.

New Students

- Students who were enrolled in classes during Spring 2025 may be hired as new student workers during the summer. The hire date should be effective the first day of work.
- New students who are not enrolled until Fall 2025 **cannot** be hired as student workers during the summer. You may bring them on board as a part-time temporary worker for the summer months until the first day of class (8/20/25).
 - If they will be hired as a student worker for Fall 2025, the part-time temporary record must be terminated effective 8/20/25 (last day worked 8/19/25). After that is complete, follow the normal procedures for hiring a student worker.
 - If the student will attend structured training, you may hire them into a student job on 8/1/25.

Process Steps

1. Student completes the [New Employee Data Sheet](#).
2. HR/Payroll Liaison enters the hire via the "CU Add a New Student Hire" form in PeopleSoft HR.
3. HR/Payroll Liaison directs student to the [Student Employment webpage](#) to complete the I-9.
4. Please note: International students will complete the paper I-9 form during the hiring approval process by the International Employment Unit.
5. The student may complete Section 1 of the [digital I-9](#) 24 hours after the hire is entered in PeopleSoft.

6. HR/Payroll Liaison meets with the student to view documents used for the I-9 and makes copies.
7. When Section 1 is completed, the HR/Payroll Liaison completes Section 2.
8. HR/Payroll Liaison uploads the identification and documents to the [Secure Box](#).

Important Reminders

If the student is an international hire, an International Hire Request is required for summer break **ONLY** if it's an Additional Job, New Hire or Rehire.

SUMMER BREAK

Current Students Not Working During Summer but Planning To Return In The Fall

The procedures detailed below apply to both US and International Student Workers. International Employment will soon send a communication regarding placing international students on break for the summer.

12-Month Students

Place 12-month undergraduate and graduate student workers who will not work during the summer but plan to return to work in the fall, on student break for the summer. Submit this request via the [Student Change / Hire Form](#).

9-Month Students

All 9MA graduate assistants (GAs) and resident assistants (RAs) who will not work over the summer must be placed on "Start Student Break or Initiate International Break" status in CUBS, effective no later than 5/17/2025. These entries prevent students from receiving unnecessary weekly emails regarding the time capture system over the summer, ensure reliable data and help OHR provide a reliable headcount of who is working at any given time during the year.

Note: Nine-month graduate assistants (9MA) will receive their 18th payment of the academic year on 5/15/25, paying them through the end of the academic year (5/16/25). Be mindful of this when putting them on break. The effective date must be 5/17/25 and should not be entered until payroll is confirmed for the 5/15/25 payday (processed on or after 5/12/25). If the effective date is entered too early, the graduate student will be short one day of pay on 5/15/25.

Graduate Assistants

To coincide with any entry in PeopleSoft HR, you must notify the Graduate School (via the online Assistantship/Fellowship Report GS61 system) of graduate student status by the summer session. If a graduate assistant is on break in PeopleSoft, the GS61 must also reflect the break. If you are not responsible for entering this information into the GS61 system, please coordinate the entry with your graduate student coordinator(s).

Process Steps

1. Send the change to the Data Center utilizing the [Student Change / Hire Form](#) and email the form to [the Data Center](#).
2. Process the request for Start Student Break or Initiate International Break on the [Student Change / Hire Form](#). Be sure to include an effective date and an earnings distribution change for FWS students. The same submission can include the Start Student Break and the earnings distribution change.

3. Enter an effective date equal to the first day not working.
4. Process the request for Return from Student Break or End International Break on the [Student Change / Hire Form](#).
5. Enter an effective date equal to the first day back in active status.
6. If the student worker is not returning to work, process a termination via the [Student Change / Hire Form](#). When terminating graduate students, indicating a termination on the GS61 will NOT update PeopleSoft HR. To terminate the job and stop payroll payments, follow the guidelines listed under “Graduate Assistants.”

Note: If you are increasing an international student’s hours when returning them from leave, an International Hire approval is required.

Reminder: If the student is not returning to work in the fall, a termination is required. Students not returned from Start Student Break or Initiate International Break prior to the start of the Fall semester will automatically be terminated.

Do not put Federal Work Study (FWS) students on break while still in the FWS status.

If a current FWS student will NOT work during the summer but plans to return as a student worker in the Fall, follow these steps below to send a request to the Data Center via the [Student Change / Hire Form](#).

1. Include a Job Earnings Distribution to change the account number.
2. Enter the effective date and select Start Student Break. The deadline for data entry into CUBS is 4:00pm on 5/1/25.

STUDENTS WHO WILL REMAIN ACTIVE OVER THE SUMMER

Nine-month graduate assistants (9MA) will receive their 18th payment of the academic year on 5/15/25, paying them through the end of the academic year (5/16/25).

9-Month Graduate Assistants: Active During the Summer

Leave graduate assistants in the 9MA status during the summer.

Pay will automatically be suspended from 5/17/25 to 8/14/25.

If a 9MA graduate assistant (GA) will be working over the summer in their GA status, they should be paid via online special pay. This is the same process, with the same deadlines, as pay for 9MA faculty members.

- Use the Earnings Code SGA (Summer Graduate Assistant) on the online special pay or recurring pay. **The SGA earnings code should only be used for 9MA Graduate Assistants.**

A 9MA GA being paid over the summer will NOT go without pay on 5/30/25 due to the efforts outlined in this document.

Per the Graduate School, all 9MA GAs that have assistantships over summer must be added to the GS61, following the process outlined by the Graduate School. You must enter all information, including any changes to the standard hours and job code/title. Work hour limitations still apply per student worker policies. For questions regarding the GS61, please contact Kelsey Loftus at kloftu@clemons.edu.

As a reminder, changes applicable to the Fall semester must also be updated on the GS61 for Fall 2025.

Anything NOT changed in Job Data will be applicable when the 9MA GA returns to work in Fall 2025.

If the 9MA GA will have different Standard Hours or a different Job Code/Title over the summer, process or request a change in Job Data using the listed effective dates:

- Changes for Summer I or all summer: 5/17/2025
- Changes for Summer II: 6/25/2025
- Changes for Fall 2025: 8/15/2025

9-Month Graduate Assistants: Changing to 12H for the Summer

If a 9-month GA will be an active hourly student worker over the summer, not in a GA status, they must be changed to the 12H pay group effective 5/17/25. They must be changed back to the 9MA status effective 8/15/25 (the first day of the academic year).

Reminder: Please be aware of the lag to pay and ensure the lag is communicated to the student worker transitioning from 9MA to 12H.

Payday Information

End of Spring

Last 9MA payday: 5/15/25 for work performed through 5/16/25

First 12H payday: 6/13/25 for work performed 5/17/25-5/31/25.

End of Summer

Last 12H payday: 8/29/25 for work performed through 8/14/25

First Fall 9MA payday: 8/29/25 for work performed 8/15/25-8/31/25.

Process Steps

1. Send the change to the Data Center utilizing the [Student Change / Hire Form](#).
 - Changing to 12H for Summer 2025: Effective Date of 5/17/25.
 - Changing back to 9MA for Fall 2025 (if applicable): Effective Date of 8/15/25

12-Month Graduate Assistants: Changing to 12H for the Summer

If a 12-month GA will be an active student worker over the summer, not in a GA status, but as an hourly graduate student worker, follow the process steps below.

Process Steps

Send the change to the Data Center utilizing the [Student Change / Hire Form](#).

- Changing to 12H for Summer 2025: Effective date equal to the first day in the 12H status.

- Changing back to 12-month GA for Fall 2025 (if applicable): Effective date equal to the first day in the GA status.

Reminder: To coincide with any entry in PeopleSoft HR, you must notify the Graduate School (via the online Assistantship/Fellowship Report GS61 system) of graduate student status by summer session. If a 12-month graduate assistant is on break in PeopleSoft, the GS61 must also reflect the break. If you are not responsible for entering this information into the GS61 system, please coordinate the entry with your graduate student coordinator(s).

STUDENT MAILING ADDRESS CHANGES

Active student workers can change their mailing address at my.Clemson.edu.

Terminated student workers, who are still enrolled students, can also change their mailing address at my.Clemson.edu.

Terminated student workers, who are no longer enrolled students, can change their mailing address using the [Change of Address Links](#) webpage.

QUICK REFERENCE

| Scenario | Special Notes | Deadlines and Key Dates |
|--|---|--|
| Federal Work Study: (Last day allowed on FWS funds is the last day of classes (4/25/25)) | Term as of 4/26/2025 or transition to other funding | PeopleSoft HR changes to FWS status due by 4:00pm on 5/1/25. |
| 12-Month Graduate Assistant: Graduating or Terminating | Must be terminated no later than the day after their applicable graduation day or last day worked (if before graduation day) Update GS61 per guidance from Grad School | Deadline is 4:00pm on 5/15/25 to ensure accurate pay on 5/30/25. Effective Date = day after last day worked, but no later than graduation day |
| 12-Month Graduate Assistant: Changing to 12H for summer | If applicable, change back to 12L for the Fall semester Update GS61 per guidance from Grad School | Deadline is 4:00pm on 5/15/25 to ensure accurate pay on 5/30/25. Effective Date = first day in 12H status |
| 9-Month Graduate Assistant: Graduating or Terminating | To pay in full on 5/15/25, do not send term paperwork until we process payroll for 5/15/25. Update GS61 per guidance from Grad School | Send term on or after 5/12/25, but no later than 5/15/25. Effective Date = day after last day worked, but no later than graduation day |

| Scenario | Special Notes | Deadlines and Key Dates |
|--|--|---|
| 9-Month Graduate Assistant: Changing to 12H for summer | Communicate lag of pay to student Update GS61 per guidance from Grad School | To pay in full on 5/15/25, send change on or after 5/12/25. Change to 12H effective 5/17/25. If applicable, change back to 9MA effective 8/15/25. |
| 9-month Graduate Assistants (GAs) and Resident Assistants (RAs) NOT working over the summer | Required to be on break Action: Start Student Break or Initiate International Break GA specific: Update GS61 per guidance from Grad School | Effective no later than 5/17/25. To pay in full on 5/15/25, send term on or after 5/12/25, but no later than 5/15/25. |
| 12-Month Undergraduate or Graduate (Hourly) Graduating or Terminating | Must be terminated no later than the day after their applicable graduation day or last day worked (before graduation day) | Effective date = day after last day worked |
| 12-Month Undergraduate or Grad Hourly NOT working over the summer | Do NOT put FWS students on break while still in the FWS status. First, change the Job Earnings Distribution, then change to Start Student Break. | Effective date = first day not working If FWS, submit by 4:00pm on 5/1/25. |
| Any Student: Return from Break (End of Summer) | | Return from break no earlier than 8/20/25 (first day of classes) |
| Any Student: Not Returning from Break (End of Summer) | Submit termination as soon as you are aware student is not returning | Effective date = day after last day worked |
| New Students, not enrolled | May be hired as part-time temporary for summer work but must transition to student job for Fall 2025. Last day worked in this role would be 8/19/25. | Student hire date no earlier than 8/20/25 (first day of classes). If attending structured training, may hire as early as 8/1/25. |
| New Students, enrolled in Spring 2025 or Summer 2025 | This does not apply to newly enrolled students as of Fall 2025. See New Students, not enrolled above. | Effective date = first day of work |